

**MINUTES OF BOARD OF TRUSTEES: August 24, 2017**  
**CLEAR LAKE SANITARY DISTRICT, CERRO GORDO COUNTY, IOWA**

The meeting was called to order by President Tim Clark at 1:30 p.m. Clark indicated to those present that the meeting was being tape recorded for meeting minute generation purposes only.

Trustees present: Tim Clark (President)  
Steve Nicklaus (Vice-President)  
Bobby Wolfram, Jr. (Clerk)

Absent: Lothar Meyer (Treasurer)

Also present: Kevin Moler, Administrator/Superintendent  
Taylor Moore, Accountant  
Jay Lefevre, First Gabrielson Insurance

Item # 1. Approve proposed agenda. Motion by Nicklaus, second by Wolfram to approve the amended agenda. Motion carried, all Trustees present voting 'aye'.

Item # 2. Opportunity for public to speak on items not on the agenda.  
No public to speak on items not on the agenda.

Item # 3. Approve July 2017 Financial Statement. Motion by Nicklaus, second by Wolfram to approve the July 2017 Financial Statement. Motion carried, all Trustees present voting 'aye'.

Item # 4. Approve July 2017 Invoices. Motion by Nicklaus, second by Wolfram to approve the July 2017 Invoices. Motion carried, all Trustees present voting 'aye'.

Item # 5. Approve July 20<sup>th</sup>, 2017 board meeting minutes. Motion by Wolfram, second by Nicklaus to approve the July 20<sup>th</sup>, 2017 board meeting minutes. Motion carried, all Trustees present voting 'aye'.

Item # 6. Account Adjustment, 006210-000. Moler explained that this property had a leak in the water line that goes from the house to a detached workshop. The excess water did not go down the sewer. Motion by Nicklaus, second by Wolfram to approve a 4,050 gallon credit for the July billing and a 15,450 gallon credit for the August billing. Motion carried, all Trustees present voting 'aye'.

President Clark jumped to Item #10 to discuss insurance and then back to Item #7.

Item # 7. Wastewater Treatment Facility Process Tank Rehabilitation Project.

- Change Order #1 \$5,500.00. Moler said that this change order was for the crack repairs in the first tank. Motion by Nicklaus, second by Wolfram to approve Change Order #1 in the amount of \$5,500.00. Motion carried, all Trustees present voting 'aye'.
- Pay Request #3, \$13,300.00. Motion by Wolfram, second by Nicklaus to approve Pay Request #3 in the amount of \$13,300.00. Motion carried, all Trustees present voting 'aye'. (Note: it was later discovered that the actual pay request 3 amount was \$8,500 including change order 1).

Item # 8. Resolution 17-12, a Resolution accepting the Wastewater Treatment Facility Re-Roof project completed as per the terms of the contract. Motion by Nicklaus, second by Wolfram to approve Resolution 17-12. President Clark called roll with the following results: Wolfram, 'aye'; Nicklaus, 'aye'; and Clark, 'aye'. Motion carried.

Item # 9. Unfinished Business. There was no unfinished business to be discussed.

Item #10. Superintendent’s Report. Lefevre and Moler covered some of the insurance options for the upcoming year. If renewed as is the increase would be around 25%, with 15% of that the District’s responsibility. If the District were to pursue a plan with a higher deductible (\$7,200 family/\$3,600 single) the overall increase to the district would be 14%. The Board will approve an option at a future meeting.

Moler reached out to CL Tel about running a phone line in Ventura Heights so that a float switch may be installed to monitor possible backups in that area. Moler has not heard back from them at this time. Moler also contacted Primex about creating an additional program at Lift Station #3 that would monitor the flow coming to the lift station and if the flow reduces more than a certain percentage compared to a previous time period an alarm would be created. If this works it would eliminate the need for installing a phone line and float switch in a manhole just east of Ventura Heights.

Item #11. Trustees Report. No report.

There being no further business to discuss, motion by Nicklaus, second by Wolfram to adjourn. Motion carried, all Trustees present voting ‘aye’. Meeting adjourned at 2:35 p.m.

ATTEST:

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Bobby Wolfram, Jr., Clerk

**Clear Lake Sanitary District  
Standard Monthly Invoices already paid as of August 24, 2017**

Check #	Date	Vendor Name	Amount	Description
EFT	07/19/17	NET PAYROLL	14,006.74	07/19/17 NET PAYROLL
EFT	07/19/17	FEDERAL W/H	5,995.07	07/19/17 FEDERAL WITHHOLDING
EFT	07/19/17	DHS W/H	230.77	07/19/17 DHS WITHHOLDING
EFT	07/19/17	EMPLOYEE HSA CONTRIBUTIONS	230.00	07/19/17 EMPLOYEE HSA CONTRIBUTIONS
EFT	07/19/17	IPERS W/H	6,618.59	07/19/17 IPERS WITHHOLDING
EFT	07/19/17	IA DEPT. REV.	2,117.00	07/19/17 STATE W/H
EFT	08/02/17	NET PAYROLL	15,272.20	08/02/17 NET PAYROLL
EFT	08/02/17	FEDERAL W/H	6,252.93	08/02/17 FEDERAL WITHHOLDING
EFT	08/02/17	DHS W/H	230.77	08/02/17 DHS WITHHOLDING
EFT	08/02/17	EMPLOYEE HSA CONTRIBUTIONS	230.00	08/02/17 EMPLOYEE HSA CONTRIBUTIONS
EFT	08/07/17	POSTMASTER	1,355.27	AUG BILL MAILING
EFT	08/15/17	NET PAYROLL	15,272.20	08/15/17 NET PAYROLL
EFT	08/15/17	FEDERAL W/H	6,252.93	08/15/17 FEDERAL WITHHOLDING
EFT	08/15/17	DHS W/H	230.77	08/15/17 DHS WITHHOLDING
EFT	08/15/17	EMPLOYEE HSA CONTRIBUTIONS	230.00	08/15/17 EMPLOYEE HSA CONTRIBUTIONS
23099	07/28/17	DIAMOND VOGEL	309.88	PAINT - DOORS/POLES
23100	07/28/17	IOWA ONE CALL	58.60	JUNE ONE CALL CHARGES
23101	07/28/17	ALLIANT ENERGY	712.70	ELECTRIC/GAS
23102	07/28/17	NORTHERN BALANCE & SCALE	202.00	LAB EQUIPMENT CALIBRATIONS
23103	07/28/17	IA DNR	1,275.00	ANNUAL NPDES PERMIT FEE
23104	07/28/17	PLUMB SUPPLY CO.	31.08	SLIP CAPS/MANHOLES
23105	07/28/17	TESTAMERICA	1,615.00	LAB TESTS

23106	07/28/17	BACON, STEVE	21.94	ON-CALL MILEAGE REIMBURSEMENT
23107	07/28/17	SPILMAN, DENNIS	28.68	ON-CALL MILEAGE REIMBURSEMENT
23108	07/28/17	FEDERAL EXPRESS	22.92	SHIPPING CHARGES
23109	07/28/17	FULLERTON, RON	61.94	ON-CALL MILEAGE REIMBURSEMENT
23110	07/28/17	AVESIS	218.35	VISION INSURANCE PREMIUMS
23111	07/28/17	PUEGGEL, GRANT	210.70	BOOT & MILEAGE REIMBURSEMENT
23112	07/28/17	PRINCIPAL FINANCIAL	903.18	AUG DENTAL INS
23113	07/28/17	INTERSTATE ALL BATTERY	293.40	BACKUP BATTERIES
23114	07/28/17	CARDMEMBER SERVICES	329.00	HRSIMPLE - HR MANUAL RENEWAL
23114	07/28/17	CARDMEMBER SERVICES	185.77	USA BLUEBOOK - BLDG 30 BACKWASH PUMP PARTS
23114	07/28/17	CARDMEMBER SERVICES	47.34	AMAZON - OFFICE SUPPLIES
23114	07/28/17	CARDMEMBER SERVICES	311.48	CLTEL - PLANT PHONE/INTERNET
23114	07/28/17	CARDMEMBER SERVICES	109.22	VERIZON - PLANT CELL/CPU SERVICE
23114	07/28/17	CARDMEMBER SERVICES	58.81	MENARDS - ICE MAKER PIPE FITTINGS
23114	07/28/17	CARDMEMBER SERVICES	39.54	KRAMER - PLANT SUPPLIES
23114	07/28/17	CARDMEMBER SERVICES	998.59	TONY'S TIRE - DUMP TRUCK TOW & SERVICE
23114	07/28/17	CARDMEMBER SERVICES	54.23	EBULB.COM - THICKENER LIGHT
23114	07/28/17	CARDMEMBER SERVICES	2,748.38	PATHFINDER SYSTEMS - DIG BLOWER #2 REBUILD KIT
23114	07/28/17	CARDMEMBER SERVICES	8.78	KRAMER - BUCKET FOR SHOP
23114	07/28/17	CARDMEMBER SERVICES	5.58	KRAMER - PHONE WIRE FOR SHOP
23114	07/28/17	CARDMEMBER SERVICES	54.43	KRAMER - PLANT SUPPLIES
23114	07/28/17	CARDMEMBER SERVICES	18.99	KRAMER - LAB ICE SCOOP
23114	07/28/17	CARDMEMBER SERVICES	516.66	HACH - LAB SUPPLIES
23114	07/28/17	CARDMEMBER SERVICES	911.08	RC WORST - PLANT SEWAGE PUMP
23115	07/28/17	CONSOLIDATED ENERGY	728.00	DIESEL - PLANT GENERATOR
23116	07/28/17	CULVER-HAHN ELECTRIC	22.00	SBR BLOWER RELAY SWITCHES
23117	07/28/17	SEH INC	716.87	SBR PROJ/ROOF PROJ ENGINEERING
23118	07/28/17	MONGAN PAINTING CO.	36,357.45	SBR TANK REHAB PROJ - PAY REQ. #2
23119	08/10/17	ALLIANT ENERGY	3,087.11	ELECTRIC/GAS
23120	08/10/17	NAPA	142.68	OIL FILTERS/FAN BELTS
23121	08/10/17	LANDFILL OF NORTH IOWA	207.57	DNR FISH STATION WASTE DISPOSAL
23122	08/10/17	MARCO, INC.	37.50	COPIER MAINT. FEE
23123	08/10/17	TESTAMERICA	75.00	ANNUAL DMRQA STUDY
23124	08/10/17	SPILMAN, DENNIS	14.34	ON-CALL MILEAGE REIMBURSEMENT
23125	08/10/17	ABSOLUTE WASTE REMOVAL	101.36	WASTE DISPOSAL
23126	08/10/17	J&J MACHINE	20.65	SHOP PARTS
23127	08/10/17	MOORE, ANGIE	300.00	JUL CLEANING SERVICES
23128	08/10/17	HANCOCK COUNTY COOP	271.60	GAS
23129	08/10/17	RYAN, MICHAEL	169.70	UB REFUND
			<u>129,140.32</u>	

**Clear Lake Sanitary District  
Unpaid Invoices as of August 24, 2017**

Check #	Date	Vendor Name	Amount	Description
PENDING	8/24/17	ACCELA	12,829.75	WEB PYMT/CC FEES/ANNUAL LICENSE/MAINT.
PENDING	8/24/17	ALLIANT ENERGY	15,231.37	GAS/ELECTRIC BILLS
PENDING	8/24/17	CLAPPER TREE SERVICE	641.25	SBR PROJ - CRANE SERVICE
PENDING	8/24/17	CLEAR LAKE MIRROR REPORTER	48.84	AMENDMENT TO ORD. #7 PUBLICATION
PENDING	8/24/17	CRESCENT ELECTRIC	113.52	SBR #1 PARTS
PENDING	8/24/17	CULVER-HAHN ELECTRIC	613.15	SBR CORD/LUGS/EXIT LIGHTS/SBR #1 PARTS
PENDING	8/24/17	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
PENDING	8/24/17	FAREWAY	153.69	WATER FOR LAB/COFFEE
PENDING	8/24/17	FIVE STAR CO-OP	35.23	WEED SPRAY

PENDING	8/24/17	FOX ENGINEERING	9,141.75	ENGINEER SERV. - 5B/8B & DISINFECT. PROJ
PENDING	8/24/17	GRP & ASSOCIATES	58.00	LAB WASTE DISPOSAL
PENDING	8/24/17	HARRISON TRUCK CENTERS	3,735.64	JET TRUCK REPAIRS
PENDING	8/24/17	HUBER SUPPLY CO.	122.11	SHOP SUPPLIES
PENDING	8/24/17	IOWA ONE CALL	50.40	IA ONE CALL LOCATE CHARGES
PENDING	8/24/17	J&J MACHINING WELDING & FAB.	488.33	SBR WAS PUMP BRACKETS
PENDING	8/24/17	LAKE AUTO PARTS	80.54	DOOR PAINT SUPPLIES
PENDING	8/24/17	MIDWEST PIPE SUPPLY	310.58	PARTS FOR WATER LINE REPAIR/SBR PARTS
PENDING	8/24/17	PEKIN	509.26	LIFE INSURANCE PREMIUMS
PENDING	8/24/17	PLUMB SUPPLY CO.	169.35	AC MOTOR/LS#8 BACKFLOW REPAIR KIT
PENDING	8/24/17	PRINCIPAL FINANCIAL	903.18	DENTAL INSURANCE PREMIUMS
PENDING	8/24/17	SEH, INC	1,009.66	SBR PROJECT ENGINEERING
PENDING	8/24/17	SIOUX VALLEY ENVIRONMENTAL	1,395.00	POLYMER - 2 BARRELS
PENDING	8/24/17	SJE RHOMBUS	625.00	FLEX PLAN - 1ST QTR
PENDING	8/24/17	SPILMAN, DENNIS	28.68	ON-CALL MILEAGE REIMBURSEMENT
PENDING	8/24/17	STRATA-TECH, INC.	437.99	INJECTION RESIN - SBR PROJ.
PENDING	8/24/17	SUPERIOR LUMBER, INC.	90.00	ANCHOR BOLTS - SBR PROJ
PENDING	8/24/17	WELLMARK BLUE CROSS	11,488.14	HEALTH INS PREMIUMS
PENDING	8/24/17	WIN-911 SOFTWARE	495.00	ANNUAL MAINTENANCE LICENSE
PENDING	8/24/17	FISHER, KAREN	9.45	REFUND
PENDING	8/24/17	SIMMER, MARGARET	3.94	REFUND
PENDING	8/24/17	STURGES, PENNY	2.29	REFUND
PENDING	8/24/17	WILKINSON, BRIAN & CARMA	7.49	REFUND
			<u>60,922.30</u>	